A/V Instructions: Lecture Room 5

To Turn on the Projector:
1. Press the “ON/OFF” button on the white podium controller. Solid blue light indicates “OFF.”
2. To lower projector screen, press the switch to the right of the podium labeled “Projector.”

To Turn the Microphone on:
1. Press the grey button at the base of the gooseneck podium microphone. Solid green light indicates “ON.”

To Use a Laptop:
1. Connect the laptop to the input panel on the top of the podium.
2. Turn on the laptop.
3. NOTE: Press “input” button to switch between HDMI and VGA inputs.
4. If you DO NOT see your computer screen displayed by the projector:
   a. Press the “input” button to ensure the right input is selected.
   b. If the image from your laptop still does not appear on the LCD screen, check your video settings. (Use Fn + F7 or F8 on your keyboard; it may be marked CRT/LCD or have an icon resembling a TV set.)

To Shut Down the System:
1. Unplug the cables from your laptop.
2. Turn off the projector using the “ON/OFF” button on the podium panel.
3. Turn off the podium microphone using the grey button at base.